

# OD Alternative Work Schedules (AWS) Policy

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This OD policy offers some basic guidance on AWS. This OD policy does not supersede the NIH AWS Policy but rather highlights some important AWS issues. For more specific information, please see the [NIH AWS policy](http://www1.od.nih.gov/oma/manualchapters/person/2300-610-4/main.html) at <http://www1.od.nih.gov/oma/manualchapters/person/2300-610-4/main.html>. While OD's standard operating hours are 8:30 a.m. to 5:00 p.m., Monday through Friday, this policy allows for work schedule flexibility at management's discretion.

Participation in AWS is an employment benefit, not an entitlement. Cooperation among managers and employees will make AWS successful. *For general information on the NIH Work/Life Program, please visit <http://wflc.od.nih.gov/worklife-nih.asp>*

## Definitions

**Core** (fixed hours *generally* from 9:30 am to 11:00 am and 1:30 pm to 3:30 pm).

**Flexible/non-core hours** (between 6:00 a.m. and 6:00 p.m.). An OD employee may request approval for flexible arrival and departure times. An employee's work hours may begin as early as 6:00 a.m. or may end as late as 6:00 p.m.

**Compensatory time** is time off with pay instead of overtime pay for irregular or occasional overtime work. You may earn/use compensatory time, with supervisory approval, if you are on any AWS. (*Note: Compensatory time will automatically convert to overtime pay eight (8) pay periods after it is worked.*)

**Credit hours** are hours that you choose to work, with supervisory approval, in excess of your basic work requirement under a flexible work schedule. (Credit hours are not permitted under CWS described below.)

## What are the types of AWS?

### *Flexible Work Schedules (FWS)*

#### **FWS types:**

- **Flexitour**—has fixed starting and stopping times within the flexible hours.
- **Gliding schedule**—may change the starting and stopping times daily within the established flexible hours.

- **Variable day**—has core hours on each workday in a 40 hour work week; may vary the number of hours worked on a workday within the week.
- **Variable week**—has core hours on each workday in the 80 hour pay period; may vary the number of hours worked per workday or per week.
- **Maxiflex** —has core hours on fewer than 10 workdays in the 80 hour pay period; may vary the number of hours per *day or week*.

(See <http://www.opm.gov/oca/aws/html/appendb.htm> for OPM's definitions.)

### ***Examples of Compressed Work Schedules (CWS) include:***

CWS—more than 8 hours per day in less than 10 days per pay period

#### **CWS types:**

- 5/4-9 (eight 9 hour days and one 8 hour day per pay period); and
- 4-10 (eight 10 hour days per pay period).

### **Are you eligible to apply for AWS?**

You are eligible if you are a Federal Civil Service employee who:

- has an acceptable level of performance;
- does not need close supervision; and
- has a job that is suitable for AWS.

### **Who may approve AWS?**

Office Directors (or first line supervisors, if redelegated) may approve AWS tours of duty at the beginning of a pay period; employees must obtain Office Director or first line supervisor's approval prior to attending special work requirements (e.g., training sessions, conferences, etc.).

*(Note: Supervisors must decide whether to approve AWS per the organization's needs by ensuring that it does not diminish office operations (e.g., appropriate office coverage, productivity, customer service, etc.))*

### **How do you apply for AWS?**

You should:

- Discuss AWS with your first line supervisor who will let you know what types of AWS are available in your organization. *(Note: Office Directors choose what types of AWS to offer and are encouraged to post their choices.)*
- Submit the AWS form ([INSERT LINK](#)) to your supervisor for approval.

Your supervisor will send the approved form to your timekeeper/Administrative Officer.

### **May you earn credit hours while on AWS?**

You **may not** earn credit hours if you are on **CWS**, but you can earn compensatory time. With advance supervisory approval, you **may** earn and use credit hours if you are on **FWS**. Here are the guidelines:

*You may:*

- Use credit hours to vary your workday or workweek length.
- Earn credit hours during non-core hours and weekends, but no premium pay is granted.
- Carry over up to 24 credit hours from one pay period to the next pay period.

Your supervisor may limit your earning and use of credit hours. *(Note: Correct sign in/out procedures must be followed.)*